



National Finance Center Customer Notification

Date of Notification: December 15, 2010

Subject: Scheduled Maintenance Plan for Saturday, December 18, 2010

Database/Customer(s) Affected: All

Dear Customer:

The National Finance Center (NFC) will conduct system maintenance on Saturday, December 18, 2010, from 6:00 a.m. CST until 3:15 a.m. CST on Sunday, December 19, 2010. The mid-range and CITRIX/Desktop environments that include Microsoft Office & Microsoft Outlook (email) will remain available throughout the entire maintenance period. However, the mainframe will be unavailable.

As always, the NFC Operations and Security Center will be available 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or via email to OSC.ETIX@usda.gov.

KJS/M5-11-035/047

“Tip of the Week”

As we approach the end of the 2009 Leave Year, we encourage all agencies to remind employees to monitor their leave balances and plan appropriately regarding use-or-lose, compensatory time, religious observance, etc.